



EMPLOYMENT OPPORTUNITY

Legal Assistant

RECRUITMENT NUMBER: 05-295

276 FOURTH AVENUE
CHULA VISTA, CA 91910

SALARY: \$3,471.95 - \$4,220.16 / MONTHLY
EXTENDED FILING DEADLINE: 5 PM, WEDNESDAY, SEPTEMBER 7, 2005
SUPPLEMENTAL QUESTIONNAIRE REQUIRED ([CLICK HERE TO DOWNLOAD](#))

POSITION SUMMARY

This is a confidential position with the City Attorney's office requiring an individual fully competent to perform a wide range of responsible secretarial and legal assistant services and support. Responsibilities include regular contact with City staff, outside agencies, firms and individuals in situations where tact, discretion and confidentiality are necessary.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: type and format a variety of pleadings including motions, discovery, briefs, affidavits, ordinances, reports, memoranda and other legal documents and correspondence; efficiently and accurately transcribe recorded information from a dictaphone; filing of legal documents with the courts; ability to research the Municipal Code in response to public inquires and complaints; receive and screen visitors and telephone calls; provide information on particular area of assignment, which may require the use of judgment and interpretation of policies and procedures; research and compile a variety of informational materials; type draft and a wide variety of finished documents, including both general and legal-related correspondence and documents; respond to citizen complaints by referring to appropriate staff or agency or by researching legal documents, references and codes; initiate specified correspondence such as transmittal letters and complaints independently for signature by appropriate staff; review finished materials for completeness, accuracy, format, compliance with policies and procedures and appropriate English usage; organize and maintain chronological and other files; relieve attorneys of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities and scheduling and arranging for meetings; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination equivalent to the completion of twelfth grade and three years of responsible secretarial or office administrative experience in a legal or city attorney setting. **License/Certificate:** A COPY OF A TYPING CERTIFICATE OF AT LEAST 55 N.W.P.M. DATED WITHIN THE PAST TWO YEARS MUST BE SUBMITTED ALONG WITH THE APPLICATION. The Human Resources Department will not make copies of certificates. Applications that do not include certificates will automatically be disqualified. The City of Chula Vista does not accept online typing certificates, as well as typing certificates provided that do not follow the International Typing Contest Rules. May need to possess a California driver's license as required by the position.

Knowledge, Skills and Abilities: Knowledge of: standard legal office administrative and secretarial practices and procedures, including business letter writing; legal office terminology, legal memorandums and legal document formatting; correct English usage, including spelling, grammar, punctuation and vocabulary; standard office software including word processing, spreadsheet, database and presentations; basic business arithmetic. Ability to: use a personal computer and knowledge of various word processing software; transcribe and/or draft various pleadings and other legal documents from dictated information; provide varied and responsible secretarial and office administrative assistance to one or more attorneys; use initiative and independent judgment within established guidelines; analyze and resolve standard office administrative situations and problems; research and compile a variety of informational materials; maintain accurate legal records and files; organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of direction; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contracted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

Ability to sit for long periods of time at a work station; operate a computer keyboard, typewriter and/or fax machine; file documents and/or files weighing up to 10 lbs; read typical business documents; answer phones and customer inquiries; type on a keyboard and/or typewriter; file or retrieve documents of files weighing up to 10 lbs from large filing cabinets both above shoulder height and below; and do simple mathematics.

APPLICATION PROCESS

To be considered for this position, applicants must submit a City Application and Supplemental Questionnaire by 5:00 p.m., Wednesday, September 7, 2005. Applications submitted without a Supplemental Questionnaire will not be accepted. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via U.S. mail.

Assigned Staff: Pat Siler, (619) 409-5924, psiler@ci.chula-vista.ca.us • Revised: 8/26/05
Hours: 8am – 5pm Monday – Friday • www.chulavistaca.gov • (619) 691-5096 • Job Hotline: (619) 691-5095



SUPPLEMENTAL APPLICATION FORM

LEGAL ASSISTANT Recruitment No. 05-295

Last Name

First

MI

Before completing this application, read the requirements that are stated on the job announcement. If you do *not* meet these requirements, please do *not* apply as your application will be rejected.

The information contained in the application and supplemental application will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Complete these forms carefully as **this is the only information that will be evaluated and scored in establishing the employment list.** Sections not applicable to your particular qualifications should be marked N/A or lined out to indicate that they have not been overlooked. If you need additional space for your answers, attach additional 8 ½" x 11" sheets of paper, numbering each item accordingly. Print or type your name and recruitment number on each page. Do *not* answer any questions with "refer to resume." Please give clear, concise, complete and legible information, as your application will also be used to evaluate your written communication skills.

Section 1. MINIMUM REQUIREMENTS. You must be able to respond **YES** to Section 1. If you cannot, do not apply as you do not meet the minimum requirements.

Do you have at least three years of full-time responsible secretarial or office administrative experience in a legal or city attorney setting?

☐ Yes ☐ No

What is your current job title? _____

Date you were appointed/hired to this position: _____

Total number of years of experience directly related to this position _____

Name of current employer: _____

Name and telephone of supervisor _____

Section 2. EXPERIENCE/EDUCATION. Please indicate your **direct work experience** or knowledge gained through education in the following legal areas by checking the appropriate column below.

Legal Area	Work Experience Only	Education Only	Work Experience & Education	None
Citizen Complaints				
General Civil Law				
Municipal Codes				
Title Reports				
Real Estate				
Insurance				
Bond Documents				
Other				

Section 2. EXPERIENCE/EDUCATION continued,

Legal Document	Work Experience Only	Education Only	Work Experience & Education	None
Pleadings				
Ordinances				
Resolutions				
Complaints/Information				
Motions				
Petitions				
Summaries of Documents				
Research Memorandum				
Declarations				
Other				

Section 3. COMPUTER SKILLS. Describe computer programs/software applications in the following areas in which you have knowledge and/or experience. Include the name of the program and the purpose for which it was used.

- ☐ Word processing. Program(s): _____
- _____
- ☐ Database management/spread sheets. Program(s): _____
- _____
- ☐ Legal research: Program(s): _____
- _____
- ☐ Other. Program(s): _____
- _____